

## GUIDELINES FOR COMPLETING THE 2002 GOVERNOR'S AWARD FOR POLLUTION PREVENTION & SUSTAINABLE PRACTICES

The purpose of this guidance is to help you to present your pollution prevention and sustainable practice accomplishments more effectively on paper. These suggestions are *optional*; however, they may help you to make your application more informative for the reviewers and judges.

If you find that you still have questions or would like more information, please contact the award office. Phone Anch Bergeson at (360) 407-6609, or send her e-mail at [aber461@ecy.wa.gov](mailto:aber461@ecy.wa.gov)

### FAQs (Frequently Asked Questions)

**Q** *Are there criteria or minimum requirements that our organization needs to meet?*

**A** The suggested criteria can be found on page 2 of our application-brochure (or, if you're viewing it on the Internet (see address at footnote), look at the bottom of the middle panel). Under the "Eligibility" section, you'll see many "bulleted" pollution prevention and sustainability examples.

If your organization is doing any one of these practices, you are eligible to apply. The more, the better.

**Q** *What does "Nomination" mean? Who may nominate a candidate?*

**A** Nomination means simply recommending or referring an organization to apply for the award. (For example, local government environmentalists who are familiar with facilities and their good works have suggested that these facilities apply.) The nominating party may just pass an application on to these facilities, or they may even fill out the application for their candidates. It does not matter who completes the application, whether it will be the nominating party, or the candidate. (Department of Ecology employees may not complete the application, however, whether or not they nominate a candidate.)

**Q** *What would make my application even stronger?*

**A** You are asked to describe your pollution prevention and sustainability practices in terms of Benefits Achieved, Innovation, Leadership and Commitment. *Comprehensive* programs are judged favorably; that is, if your organization has a broad, many-faceted program (as opposed to just a couple of activities); this suggests a more comprehensive effort. More importantly, the *depth* and *quality* of your activities will be well-regarded. Also, if your program has had a significant positive impact (such as substituting a non-toxic process for one that was extremely harmful to the environment and human health), this would be compelling in the judging process.

**Q** *What is the judging process like?*

**A** All applications undergo several rounds of pre-selection review within the WA State Department of Ecology by technical staff who work on pollution prevention and sustainability. Applications are reviewed by staff who work in the region of the State in which the applicant is based. Staff will check for compliance with environmental regulations and general quality of performance. Finalists are sent to the final round, which is conducted by the judging panel and is external to the Department of Ecology. This panel determines the winners, who are then screened again one last time by Ecology staff.

**Q** *Who are the judges?*

**A** The judging panel includes previous winners, pollution prevention experts from government (i.e., county government and the US E.P.A.), labor, and environmental groups. All of the judges are based in Washington State. None of the judges are employees of WA State or the Department of Ecology.

**Q** *If my organization has had any environmental regulation violation(s), are we ineligible to apply?*

**A** Not necessarily. If your organization has resolved the violation(s) to the satisfaction of the auditor or local/state/federal agency that brought the violation to your attention, then this is a good first step. It is recommended that your application be upfront about this; describe how you resolved the issue. Greater merit will be given, of course, to efforts that go above and beyond compliance with the regulations.

**Q** *How many years back can we go in citing our environmental efforts?*

**A** We suggest three years; although if there is compelling relevance in mentioning the history of your program(s) that reach beyond three years, this would be fine as well.

**Q** *Does my organization need to be in Washington State to be eligible?*

**A** Yes. (e.g., This point comes up for organizations that may be regional or national, and have an office in Washington State. Such an organization is eligible, of course, but greater merit is given if the impact that is made in our State is positive and significant.)

**Q** *How many winners are there? Does this award have categories of winners?*

**A** There is no set number of winners, no minimum or maximum. In past years, there have been as few as eight and as many as twelve winners. While the application form asks what type of organization you are (e.g., business, government, etc.), judging and awarding is not done by categories. (Also, for example, there can be more than one winner from the business sector, or none.)

**Q** *Up to 5 pages (single-spaced) are allowed ... how many words is that?*

**A** Approximately 2500 words. Remember, you can include up to 10 pages of attachments as well.

**Q** *What kinds of attachments would be acceptable?*

**A** Charts and tables of data; news or other short articles; photographs (preferably no larger than 8 ½" x 11"); pamphlets and brochures; certifications (especially for environmental management systems (EMSs) such as ISO 14000/1), for example.

**Q** *Does my application need to be received by the Award Office by June 7<sup>th</sup>, or is it sufficient to have it postmarked by June 7<sup>th</sup>?*

**A** Out of fairness to all other applicants who submit on time, we request that you submit your application early enough for it to be received by June 7<sup>th</sup>, including your attachments. If you believe that your application may be received later than this date, please notify the award office.

## TIPS

- **Pollution Prevention & Sustainability.** Any efforts that your organization makes toward better environmental practices are worth mentioning. But in keeping with the spirit of this award, please emphasize your efforts that strive toward preventing pollution and the even-higher goals of sustainability. Pollution prevention reduces or eliminates waste at the source or beginning of a process. (So, for example, taking a hazardous substance out of your production line altogether is even better than relying on recycling that substance.) Please see page 2 of the application brochure for more on pollution prevention and sustainability.
- **Data.** It's important that, inasmuch as possible, your accomplishments be quantified. For example, stating that you eliminated a toxic substance from your process or reduced air pollution emission is good. It would be more compelling if you quantify the impact of your activities. So, if you reduced CO<sub>2</sub> emissions, indicating that you reduced 1,500 lbs. of CO<sub>2</sub> emissions each month since March 2001 (or providing a trend graph to show varying amounts of reductions) would be informative.
- **Data.** When citing quantities of pollution (or waste, discharge, emissions) reduced, please indicate over what length of time or period you are referring to (e.g., "50,000 gallons of non-recyclable used oil reduced over the

last 2-year period, from 1/2000 through 12/2001” is more informative than “50,000 gallons of non-recyclable used oil reduced”).

- **Comprehensiveness.** Tell us about **every** effort your organization is making in pollution prevention and sustainable practices. (e.g., Your organization may be most proud to feature your new process which eliminated 100% use and discharge of mercury in the last 5 years ... but don't forget to describe all the other things you may also be doing, such as energy-savings, paper recycling, commuter trip reduction, water-reuse, environmentally preferred purchasing, employee environmental education, community/customer environmental outreach, etc.)
- **Recycled Materials.** If your organization recycles (anything), please clarify where the materials go, if you have this information. (e.g., If construction debris was involved, was it sent back into reuse by your own or another company? If you sent it to a vendor, what happened to it? If you recycled used motor oil, what did you do with it?) Do you make a point to purchase recycled content products? This is an opportunity for you to tell us what, if any, your organization is doing in environmentally preferred purchasing, product stewardship, and in considering the life cycle of products.
- **Intention vs. Accomplishment.** If your organization *intends* to implement a pollution prevention or sustainability effort, but hasn't yet (or if the activity is still quite new), it is worth mentioning. However, there is even greater value if your efforts have been in place successfully enough to yield results that you can report.
- **Leadership.** What does “Leadership” mean (in Question #3)? Leadership not only means the quality and depth of environmental education and outreach that you give to the staff and management of your organization. It also extends to the efforts you make with your customers and clients, peers in your industry or sector, your local community (schools, neighboring residents and businesses). In your environmental efforts, setting an example, explaining what you do and why you do it, are all great Leadership efforts to highlight.
- **Format - Electronic.** Electronic applications are preferred. You can submit electronically by going on-line and entering your information into the web-based form (see address below), or you can download the MS Word form, fill it out, and e-mail it back to the award office. If you submit on-line, keep in mind that you can compose your responses elsewhere on your computer, then copy-and-paste it into the web form. For either format of electronic submission, you can submit your attachments electronically or by regular postal mail.
- **Format - Paper.** If you do submit a hardcopy application, we encourage you to print on both sides and use recycled-content paper if possible. Please send three sets that are stapled separately.

**Thanks for applying, and  
Thanks for your good environmental works!**

**Good luck!**